

# NEVADA NATIONAL GUARD TEXTBOOK REIMBURSEMENT APPLICATION

(SEE REVERSE FOR INSTRUCTIONS)

Date: \_\_\_\_\_

Control No: \_\_\_\_\_

NRS Chapter 412 provides for reimbursements to members of the Nevada National Guard for the cost of textbooks required for a course of study in which the member is enrolled at an institution with the University and Community College System of Nevada.

PART A - PERSONAL INFORMATION									
Print Name (Last, First, MI):					Rank:		SSN:		
Affiliation: <i>(circle one)</i>		ARMY	AIR	Unit:					
Mailing Address:				Home Phone:					
City, State, Zip				Work Phone:					
E-Mail:				Cell Phone:					
PART B - EDUCATION INFORMATION									
College/University attended: <i>(circle one)</i>		UNR	UNLV	NSC	TMCC	WNCC	CCSN	GBC	
Total Credit Hours Enrolled:		Term <i>(circle one)</i> :		Fall	Spring	Summer	Year:		
Class Title	Begin Date	End Date	Textbook Title				Cost		
Total Reimbursement Request =									
PART C - MEMBER CERTIFICATION									
I certify that the above information is true and correct									
Member's Signature:						Date:			
PART D - UNIT REPRESENTATIVE CERTIFICATION									
I hereby certify that this individual is currently a member in <u>good standing</u> (IAW AR 600-200 or ANGI 36-2001) of the Nevada National Guard, and I will notify the Nevada National Guard Education Office of any changes in this individual's status.									
Unit Full-Time Representative Printed Name:									
Unit Representative Signature:						Date:			
PART E - CONTROL NUMBER MANAGER									
I certify that the textbooks for which reimbursement is sought are consistent with the related syllabus and/or transcript, and that the reimbursement claimed is consistent with the receipt(s) presented.									
Control Number Manager Printed Name:									
Control Number Manager Signature:						Date:			
FOR STATE ADMIN OFFICE USE ONLY						SFY	PV		
Line #	Fund	Agency	Org	Sub Org	Appr Unit	Object	Control Number		Amount
01	101	431	0000	-----	365315	7652			\$
Description: Textbook reimbursement					P3	Date	P4	Date	

## Application Instructions

1. Fill out form completely. *(Unanswered blocks may be reason for denial of benefit).*
2. Member sign form.

3. Unit Representative sign form.
4. Ensure you have included ALL required documentation.
5. Send form to below address. *(Ensure you adhere to the deadlines).*

**All applications MUST include the following:**

1. Unofficial transcript ("C" or better average per class).
2. Original fee receipt for purchase of textbooks (not credit card slip).
3. Copy of the front page of syllabus for each class taken.
4. Textbook reimbursement application completed and signed by member and Unit Rep.
5. Completed Vendor Registration Form.

**Applications must be mailed or hand carried to the following address:**

**ARMY -  
NEVADA MILITARY DEPT.  
OFFICE OF THE ADJUTANT GENERAL  
ATTN: NVNG Education Services Office  
2460 FAIRVIEW DRIVE  
CARSON CITY, NV 89701-6807  
(775) 887-7326**

**AIR -  
NEVADA AIR NATIONAL GUARD  
ATTN: NVANG Retention Office  
1776 NATIONAL GUARD WAY  
RENO, NV 89502  
(775) 788-4543**

**REIMBURSEMENT DEADLINES**

**APPROVED Applications must be mailed or hand carried to the following address:**

**OFFICE OF THE MILITARY  
ATTN: STATE ADMIN  
2460 FAIRVIEW DRIVE  
CARSON CITY, NV 89701-6807  
(775) 884-8460**

Spring Semester - (Needs to be in the State Admin Office Carson City NLT)	<b>15 June</b>
Summer Semester - (Needs to be in the State Admin Office Carson City NLT)	<b>31 August</b>
Fall Semester - (Needs to be in the State Admin Office Carson City NLT)	<b>31 January</b>

**THERE IS NO GRACE PERIOD**

Incomplete applications or applications received after the indicated deadline dates will not be considered.